



## Parking Lot Scope of Work

The answers to the following questions will be used to determine whether a permit and plan review are required for your parking lot project. Fill out the form and send it with your plans to ensure proper plan review is required.

Your name \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Address of parking lot \_\_\_\_\_

Check the box or boxes that best describes the proposed project.

- ☐ Build new parking lot.
- ☐ Pave existing gravel parking area.
- ☐ Expand paved area of existing paved parking lot.

- ☐ Repair or improve existing parking lot as follows: (Check ALL that apply.)

<input type="radio"/> Seal lot.	No permit required
<input type="radio"/> Re-stripe lot	Basic plan required for review. Minimum
<input type="radio"/> Apply new wear surface.	fee plan review. Verify accessible parking
<input type="radio"/> Change general layout of parking stalls.	spaces. Could be handled on a walkin.
	Permit based on 1% of project cost.
<input type="radio"/> Modify sub-surface.	Basic plan required for review. Minimum
<input type="radio"/> Re-grade paved area.	fee plan review. Could be handled on a
	walkin. Permit based on 1% of project cost.
	If parking occupancy issued after 1980,
	existing lot or plan must meet screening and
	drainage codes or have variances from SAC
	or BOZA.
<input type="radio"/> Minor change in size or shape of lot (adds no	Full plan submission, plan review, and
new spaces ).	permit if green item is checked. DPW
<input type="radio"/> Install fencing.	routing only if one or more of the items
<input type="radio"/> Install landscaping.	below are checked.
<input type="radio"/> Install catch basin(s).	Full plan submission, plan review, and
<input type="radio"/> Install curb cut.	routing to DPW
<input type="radio"/> Relocate curb cut.	required. Don't forget to inform customer of
<input type="radio"/> Close existing curb cut.	curb cut
	permit requirements!!

If you are **repairing or improving an existing lot**, please answer the following questions:

Number of parking stalls \_\_\_\_\_ Number of handicapped stalls \_\_\_\_\_

Is the paved area now screened with landscaping or fencing? ☐ Yes ☐ No

Is the parking lot now served by a catch basin? ☐ Yes ☐ No

Use a separate sheet to sketch the location of all **existing catch basins** and **landscaping and fencing** that currently screens the lot.